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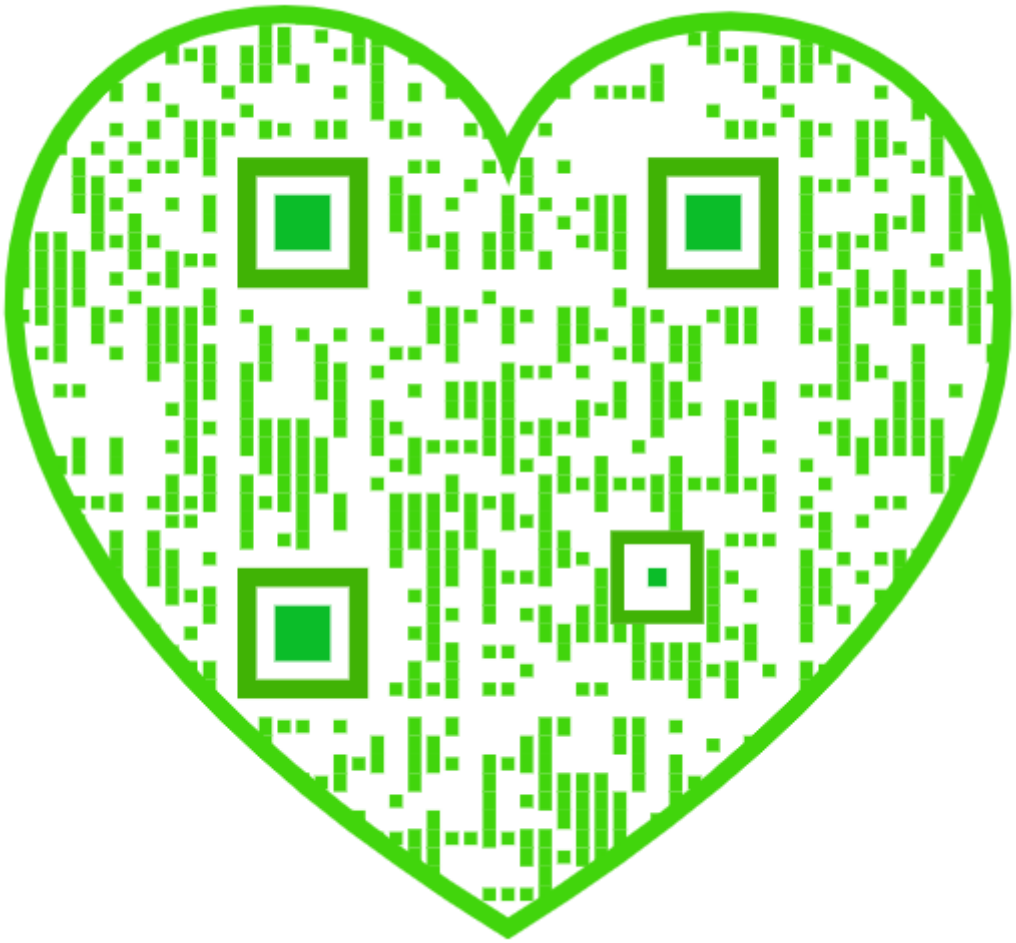

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PRACTICAL HINTS

A CONTRIBUTION TO

A Steam Laundry.

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PRACTICAL HINTS

—ON CONDUCTING—

A STEAM LAUNDRY.

THE LAUNDRY BUSINESS.

While there are few branches of industry that yield a greater profit for the capital invested than the Laundry business, or that can hold its trade more securely, success in this line is only achieved by the same energy, system and intelligence that is required in most any other business. This fact is substantiated by the experience of all successful Laundrymen.

With the perfection of Laundry Machinery and its application to nearly every step in the process of Laundering, the necessity of a long and practical experience is lessened, and a smart, energetic man with a small capital, is not long in building up a good business, and at the same time gaining all the necessary experience. To facilitate and insure both of these results, we publish this little treatise on the process of Laundering.

Our further aim will be to secure for our machinery proper operation and handling, for the purpose for which it is intended,—without which its great excellence and efficiency will not be demonstrated or obtained. Probably no two Laundrymen agree in *all the details*, as to the best method; but each has his own peculiar way, which, under his management produces the best results. In the main however, the process is the same and we give this, not as *the only way*, but as *one* way which has proved very successful, and which can be amplified, abridged or changed to suit the case.

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THE LAUNDRY OFFICE.

The office should be easy of access and large enough to comfortably accommodate your business. Above all things it should be kept clean and tidy. If you want your business to be respected, keep respectable in appearance at least that portion of your premises, with which your customers must come in contact; and an attractive or handsomely fitted-up office is as good an advertisement as you can have. It is a compliment to your customers, who will also appreciate respectful and prompt attention from a neat and pleasant clerk.

When goods are received over the counter they should be wrapped up and put out of the way; as the sight of soiled linen is not attractive to anyone. Allow no loafing around the office. Avoid disputes with your customers, and if quality of work, no matter how good, does not suit customers, it is better to do it over cheerfully without charge, if at all within the bounds of reason.

It is well to have the shelving in your office proportioned for the work; wide shelves for shirts and other large packages, and narrower ones for collar and cuff packages. Keep the shelves well dusted and packages neatly arranged and in alphabetical order. Arrange to have the cash drawer so as to be out of reach from the outside, and to allow clerk while making change to face the customer and front of office. Have regular hours for your office to be open and keep to them punctually. Always have plenty of change handy and make exact change. It is not well to encourage a looseness in this respect.

BOOKS AND ACCOUNTS.

Books peculiar to the Laundry business and necessary to it are few. The simplest form is the best; at the same time a good system will enable you to keep the run of your business, avoid or detect errors, &c. · Some laundries use the tedious method

of copying lists entire, but the following system will answer every purpose and be much easier. For a Record Book procure an ordinary two column Journal-ruled book, rather wide and of good stock, in which to make a record of each package of work done. An ordinary Cash Book, Ledger and Time Book complete the set.

We will now follow a day's lists all through. The mark to go on goods is written in blank space on list for that purpose and each article marked with that mark in indelible ink. It is well, when there is work enough, to divide it in lots of convenient size to handle in the assorting room. Say for moderate size Laundries at least three lots per day—1st lot to be ready for packing at 11 A. M., 2nd lot, entirely of collars and cuffs ready to pack at 2 or 3 P. M., and be out of the way of 3rd lot, which should be done at 4.30 or 5 P. M., when the hands can commence on the next day's 11 A. M. lot. Once get started this way and you can keep ahead of your work, have it done on time and avoid night work. The lists for each lot are kept separate until they go to the desk, where a blue pencil can be used to mark a large C. on each 2nd or collar and cuff lot list and an X on 3rd lot. They may now be mixed and assorted alphabetically. Then carry out the prices, and foot up the amount, and also the number of pieces, (counting a pair of cuffs or of socks one piece). Write the name on the margin at the bottom, also the amount in dollars and cents. Then enter them in the Record Book in alphabetical order giving name, mark, number of pieces and amount in dollars and cents. Now mark on the lower margin of list the number of page in Record Book, that it is entered on, and then assort them back again into lots by the blue pencil mark and send them to the packing table for the goods.

Lists can be made out in the evening and entered next day before 11 A. M., when 1st lot is needed. Open only the lot of lists needed for that lot of goods which you are packing.

When the bundle is tied up, double the list to keep from tearing, and tuck it under the cord on the end of the package, so that the name can be easily read. Deposit the bundles on the shelf in alphabetical order. When a customer comes for his package it is easily found, the check or coupon on the lower end torn off and the list handed to the customer. The coupons are placed in the drawer with the money and at a convenient time they are taken out and entered on the Cash Book.

If a list be lost before goods are tied up, or if a dispute arises, you have in your Record Book the number of pieces and the amount, from which in most cases you can arrive at the exact articles which would make the list.

Drivers should be required to bring back the coupons for all C. O. D. packages.

WASH LISTS.

In most laundries nine-tenths of the washing is for gentlemen; therefore it is better to use a wash list with only gentlemen's articles, bed-linen and towels named thereon. These lists come cheap and are more convenient to customers in finding the name of the article. Indeed, where a large business is done in collars and cuffs, a small list for these alone is advisable A full list for Ladies and Family wear can be kept on hand and used as required. It is well to have your special rules printed on the list, but have as few as possible. A margin at the bottom will serve for a cash ticket or coupon. We give on page 6 a very desirable form of gentlemen's list with the average ruling prices. It is well to have different colored lists, easily distinguished by gas or lamp light, for different branch offices or for special or short time work, as its color will attract attention among the plain lists and prevent its being neglected or mislaid.

If checks are given out, have the numbers entered on Record Book and insist on their return each time before giving

up package, or if lost take a receipt for the goods. A convenient form for the receipt is here given:

Received the package due on check No. .....

[*SIGNED,*]

John Smith.

WRAPPING PAPER.

Use good wrapping paper, strong and large enough for the package, which should be securely tied up. Many paper houses now carry a stock of paper, cut to recognized standard Laundry sizes, among which are 24x24, 24x27, 27x32, 27x36. For convenience in packing or wrapping collars, etc., a form or ring is made of strips of white pulp board or straw board, about five inches wide and fourteen to twenty long, into which the collars, etc., are placed, thus being protected from crushing and easily handled in wrapping.

DRIVERS.

It is a bad plan to hire a driver who "has a trade." If you own your Laundry, also own your trade and keep a strict watch over your wagon work. The less option you give your driver and the more direct connection you keep between the office and the customer the better.

Let your driver understand that he is to be polite and attentive to customers, because you require it of him, but that you do not want his influence to secure trade. Better have a driver without influence, and let your good work and your own influence build up your trade.

[NAME AND LOCATION OF LAUNDRY.]

Cincinnati, Feb. 25, 1884.

Mark S 36.

Mr. John Smith,

To be done Wednesday night.

Call.

4	Shirts, day	12½ and 15c.	*50*
1	Shirts, night	10c.	*10*
2	Shirts, under	10c.	*20*
6	Collars	30c. per doz.	*15*
4	Cuffs	per pair, 5c.	*20*
2	Drawers	10c.	*20*
4	Socks	5c.	*20*
8	Handkerchiefs	3c.	*24*
	Coats	25 to 50c.	
	Pants	25 to 50c.	
	Vests	20 to 25c.	
5	Towels	5 to 20c.	*25*
2	Sheets	10c.	*20*
38 Pieces.			*$2 24*

POSITIVELY no work will be delivered until the bill has been paid at the office.
NO CLAIMS allowed unless made within two days, and accompanied by our original list.

John Smith, $2.24.

336, [Page of Record.]

2——4 [Second Month, Fourth Week.]

THE LAUNDRY BUILDING.

Let us now turn to the Laundry proper. In selecting the premises try to get as much light as possible and freedom from dust and dirt. A plain room 16x40 or larger, with ceiling from 10 to 14 feet high and a good floor, is the cheapest to furnish and the best for all purposes. Plenty of room on two floors will allow a good arrangement. Have boiler and engine larger than you expect to use. You may have need of surplus power or steam. Do not have your shafting and hangers too heavy, but put in enough hangers to allow your shaft to run true. Have a hot water tank and run hot and cold water to washing machines. A little extra expense on waste pipes in the start, will insure you a dry floor and clean wash room.

Have your machinery properly set up and adjusted and do not be premature in advertising to start. Keep your machinery well oiled and clean. It is well to take machines apart and clean them as often as opportunity offers, otherwise the oil will gum and oil holes fill up, and the machine need repair before you suspect it.

Give the marker a separate and quiet place, that mistakes may not occur through interruption.

Printed Instructions will accompany each machine, which you will observe in setting it up.

WASHING BY MACHINERY.

USE THE DOLPH WASHER AS FOLLOWS:

Assort your work so as to wash your less soiled articles by themselves, as they require less time than the soiled articles, and, if possible, make up your loads to wash each kind of goods by themselves; shirts in one load, collars and cuffs in another, and so on. Have the goods unrolled and unbuttoned, and as loose as possible.

With the hot and cold water supply put into the machine warm water about seven or eight inches deep in the inside cylinder, and put in your load of goods. Start up the machine and put in soap. This should be dissolved—say of the consistency of jelly, and is better if free from rosin, and rather sharp. Excelsior Soap Chips give the best satisfaction. *Do not use too much soap.* Put in enough at first to make a barely perceptible suds, and when this disappears, add more soap and heat up the water, (by means of the steam pipe at the bottom) but do not have it boiling hot. Wash the goods in the first water from fifteen to thirty-five minutes. Stop the machine, draw off the water and add the same amount of boiling hot water; put in soap and start the machine. This second wash may have a good suds, but *at no time foaming out of the machine*, as this makes the water so light it will not wash. Wash from fifteen to thirty minutes in this water, giving five minutes boil at last. Take the Clothes from this water, which you can cool down until warm only, and use as the first water for next load.

BLEACHING.

When the goods are taken from the machine, pick out any that have stains or streaks remaining in them for re-washing in the machine or by hand. Allow no colored goods to go to the bleach, but when white goods are sufficiently washed, rinse them thoroughly in several waters to take out all the soap. The best work is obtained by wringing in a DOLPH CENTRIFUGAL WRINGER after washing, rinsing, etc. Soap or bleach left in goods will turn them yellow.

Immerse the clothes in the Bleach Bath (see directions for making same) and allow them to remain from fifteen to thirty minutes according to the strength of bleach. Better commence with it weak until you have experience. Rinse again and place

in the sour, if you use it, (see directions for "Sour"). After rinsing again thoroughly, the goods are ready for the blue water or dipping starch, where they will receive the desired color.

BLUING.

The process of bluing varies somewhat with kinds of blue used, satisfaction being gained only through experience, as the subject is too broad for explicit instructions.

STARCHING.

Shirts should have the neck-bands, bosoms and cuffs dipped in hot liquid starch and wrung out. A rubbing starch is then used, (when cold, about the consistency of jelly,) and rubbed into the parts previously dipped, and the wrinkles removed. They are then ready for the Dry Room. Collars and cuffs being well wrung out from the last rinse, are then placed in a DOLPH CYLINDER STARCHER, which is operated as per printed instructions for same. Collars and cuffs are starched by hand same as shirts. Shirts and collars and cuffs should be dried "bone" dry before dampening.

DAMPENING.

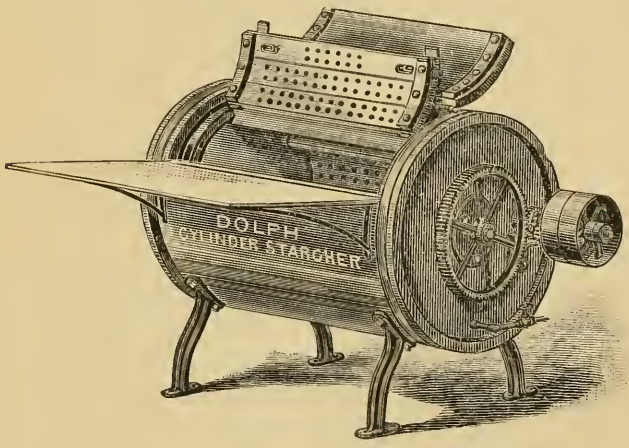
For hand ironing, shirts may be dampened by sprinkling and rolled up same as other goods.

To dampen shirts for ironing on Dolph's Combined Shirt and Collar Ironer see directions for using same. To dampen collars and cuffs take wet sheets and wring out as dry as can be done by hand. Spread the sheet on the dampening table and lay on collars and cuffs uniformly in rows, two together (that is, one on the other), make one roll of the sheet and lay on another row of collars, roll again and so continue until the sheet is full. Sheets one

and a half yards wide are the handiest. Double your roll together and put aside and repeat with next sheet. Collars and cuffs should remain in the sheets from twenty minutes to an hour according to the dampness of the sheets. They may then be taken out, piled right side up and put in a press or have a weight laid on them. In this latter case it is well to pile them in boxes about three-fourths full, leaving room for the weight. After laying in press a few hours, or over night, they will be in condition to iron. (See instructions for ironing collars on Dolph's Combined Machine or other Collar and Cuff Ironers.)

After ironing, the turn-down collars are put through the seam dampener which dampens the fold line of the collar above the seam and prevents the goods breaking when turned down.

Collars may be molded or shaped by hand with an iron or by Collar Folding Machine.



Dolph's Cylinder Starcher.

DIRECTIONS FOR OPERATING THE DOLPH CYLINDER STARCHER.

Boil the sap out of the wood thoroughly, first with Chloride of lime, then strong soap and lastly a lot of refuse starch and clean out well.

Boil a few buckets of starch, about the consistency of syrup, and pour into the machine. Put in fifteen to twenty-five doz. Collars and Cuffs and start machine. The steam turned on will keep the starch hot.

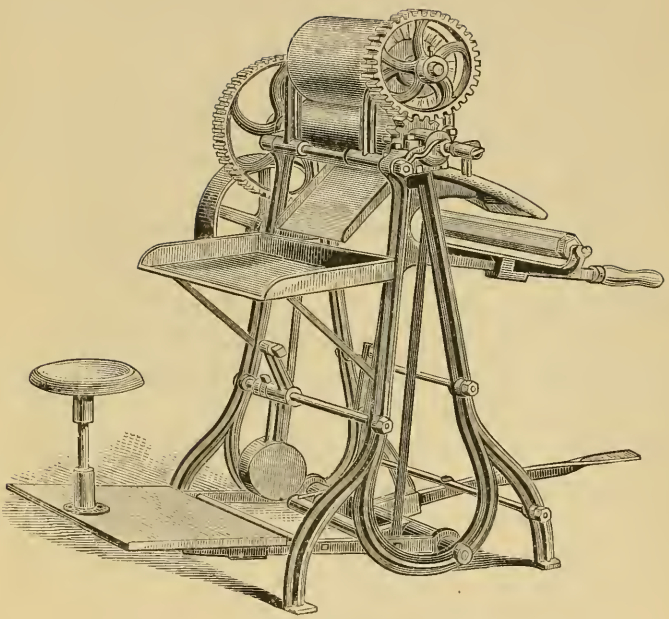
The steam pipe coming to the machine should have a drip cock to let condensed water out of the pipe before turning steam into starcher.

After work has been in the machine fifteen or twenty minutes, take it out on to the table attached to the machine, and put in another lot of work and start the machine again. Replenish with fresh starch from time to time. Straighten out the collars starched, one by one, pressing out *only* the surplus of starch, and placing them in a pile ; in which state they can be taken to another table to wipe off. *Don't wipe too much.*

Dry, dampen and iron as usual.

By keeping the lid to the machine closed, you need to clean out the starcher but once a week and can use it up to about one bucketful, which is all you need lose in the entire week.

The less water left in the goods from the wringer, the stiffer the goods will be, but if the starch is too thick, work is apt to be too stiff.



Dolph's Combined Ironer.

DIRECTIONS FOR OPERATING SAME.

FOR USE AS A BOSOM IRONER,

Machine need not be stopped or gas put out

With the ironing table and return shute removed and the platform elevated to throw upper roll out of gear, see that the counter balance weight is attached to the reciprocating arm, and your machine is ready for use as a Bosom Ironer.

The operation then is the same as with the No. 2 Bosom Ironer, which is as follows: Start the machine and light it, so adjusting the gas and air that a blue blaze is obtained. The machine will come to you clothed; and you can learn from it how to reclothe, when necessary. Place a towel or other covering over the bosom board while cleaning the roll. The roll should be thoroughly cleaned and waxed with beeswax which will burn off; wiping off the roll well with a dry cloth. When hot, the roll will assume a yellowish brown or bluish tint.

In preparing the goods for this machine, observe the following special instructions: In starching, the wrinkles should be pulled and rubbed out as much as possible and the bosom dried straight. Then dampen as follows: Dip and wring out the front skirt only of the shirt in clear water, and spread this damp part over the bosom and also covering the neck band; this will fold the shirt in the middle at the waist; then fold in the cuffs, spreading them on the shirt as it lies, near the center. You can then sprinkle the sleeves a little, and fold them and the sides of the shirt in over the cuffs, which will cause the shirt to be folded about the size of the bosom. Then take them by the neck and roll up tight, or place them in a pile without rolling up, but place a weight on them. In an hour or so (over night is better) they will be in condition to iron.

If the starch is smeared on the bosom, it will show in blotches; or if too damp or damp in spots, such spots will have a dark greasy shine. It is necessary therefore to dampen evenly; consequently sprinkling the bosom will not do, but observe the rule given above.

The shirts being properly dampened, first iron the cuffs by hand and then the neck band, hard and dry, using the ordinary polishing iron. Slip the shirt over the bosom board on the machine, turn the neck-band down into the depressed space provided; clamp both skirts of the shirt in the windlass and stretch

the bosom on, being careful not to pull the neck band out and down unto the bosom board. To avoid this, pull more on the back skirt of the shirt in stretching; then with the foot on the treadle, take hold of handle and guide the bosom against the roll, bearing your whole weight on treadle but removing your weight gently before the bosom has traveled its full length. Repeat this once or twice and then raise the plaits before they are dried down too hard; after which run once more through, and the bosom is ready for polishing. Pass a slightly dampened sponge or rag quickly over the surface of the bosom and then, guiding it through the machine *without* pressure, bring pressure to bear on the bottom of bosom and draw it backward through, *against* the roll, thus giving a friction and consequently a gloss to the bosom. Raise the plaits, punch the eyelets and the bosom is done.

A narrow table is sent with each machine, fastened to two legs and to the wall at one end only, leaving most of the table to overhang. The shirt is slipped on over this table and may be finished up without rumpling.

FOR USE AS A COLLAR AND CUFF IRONER.

You need not stop the machine or put out gas.

Unhook the counter balance weight, drop the platform so as to bring the upper roll in gear, put on table and shute, put stripping board on the edge of shute with bevel edge resting against the roll and the machine is ready for use as a Collar and Cuff Ironer.

Feed the collars through the rolls, and they will return to the table by means of the shute. Should the collars stick to the roll, it is because the roll is not sufficiently heated, or the collars are too damp, or possibly smeared with starch.

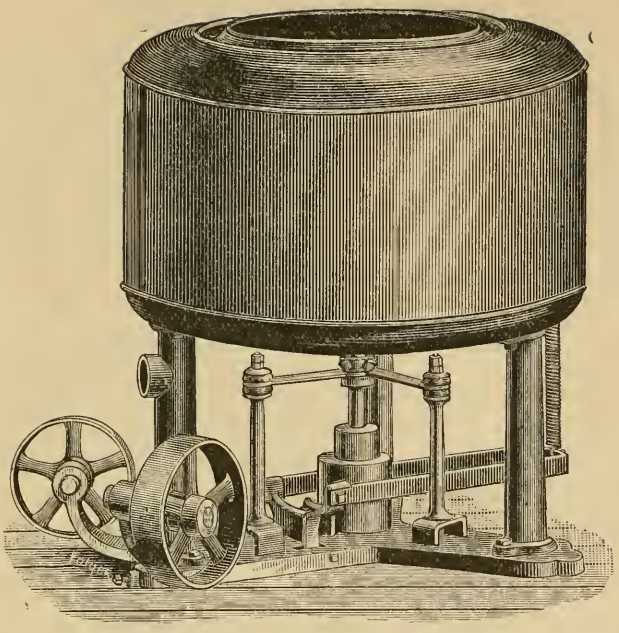
BLEACHING WITH CHLORIDE OF LIME.

Five pounds of Chloride of Lime boiled well in five gallons of water. Settle and pour off the clear liquid only. Use a pint of this to, say, twenty gallons of water and allow the goods to stay in it fifteen minutes. Take out and rinse thoroughly in several waters, then put goods into the sour. After pouring off the clear liquid, a weaker solution may be had from the settlings by boiling again and pouring off as before.

SOUR BATH FOR CUFFS AND COLLARS.

Usually Sulphuric acid is used, but white wine vinegar or acetic acid will do. Make bath just strong enough to taste a little sour, and leave goods in from fifteen to thirty minutes, rinsing thoroughly afterwards.

Laundrymen will find many practical suggestions and valuable recipes in a work entitled: "The Laundry," published by C. Dowst, 177 La Salle Street, Chicago, Ills.



Dolph Centrifugal Wringer.

OFFICE OF WILD'S STEAM LAUNDRY.

DETROIT, February 20, 1884.

The A. M. Dolph Company, Cincinnati. O.

GENTLEMEN :—I have one of your 20-inch CENTRIFUGAL WRINGERS, and am well pleased with it. We are not very particular about balancing it. It runs very easy, and requires but little power. I have a five-horse power engine which runs two Dolph washers, one starcher, one rubber roll wringer, collar and cuff machine, shirt machine and the Centrifugal Wringer, and there is no slacking of speed in starting.

Yours very truly,

W. L. WILD.

[Mr. Wild has a very complete outfit furnished by us.]

The A. M. Dolph Co.

Keep in Stock a Large Line of

UTENSILS AND SUPPLIES,

FOR THE LAUNDRY.

TRUCKS, with draining shelf and cock, SAD IRONS, with heavy wrought handles, POLISHING IRONS, smooth and perforated, IRON STANDS, IRON HOLDERS, &c.

ANILINE BLUE,
INDELIBLE INK
SOAP, STARCH, &c.

EXCELSIOR SOAP CHIPS,

Manufactured for us, according to our special receipt, of the very BEST and PUREST materials, and warranted to DO THE WORK without the least injury to the fabric. Many Laundries, where the soap has been used for years, have tried other soaps at different times, but INVARIABLY FALL BACK UPON THE EXCELSIOR SOAP CHIPS, as the most reliable.

To prepare for machine use, boil in water, one pound of Soap Chips to the gallon.

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The A. M. Dolph Co.,

BUILDERS OF LAUNDRIES

AND A FULL LINE OF

Laundry Machinery,

Factory and Headquarters,

S. W. COR. NINTH STREET AND FREEMAN AVENUE,